

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA008
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Manager II	3. POSITION NUMBER 312-700-8428-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) RANCHO CORDOVA			13. MONTHLY SALARY \$5576.00 TO \$6727.00
8. SEND APPLICATION TO: Patricia Czoberek or Karen DeGuire EMS Authority 10901 Gold Center Drive, Ste. 400 Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER			14. FILE BY Until Filled

SELECTION CRITERIA

- SROA/Surplus candidates should attach "SROA/surplus letters" to their application. Failure to do so may result in your application not being considered.
- All applicants must have state civil service eligibility. Submit a STD. 678 application and resume.
- State the basis of your eligibility (i.e., SROA/Surplus or lateral transfer,) in Section 12, on the State application (STD 678), i.e. for SROA, surplus, or reemployment eligible, **please note this in Section 12, and attach your substantiation.**

ESSENTIAL FUNCTIONS:

The HPM II provides statewide coordination and leadership for the planning, development, and implementation of disaster medical services systems and directs and supervises the development of all regulations, standards, guidelines, and policy for Disaster Medical Services which include the California Medical Assistance Teams (CAL-MATs), Mobile Field Hospitals, Response Stations 1, 2, and 3; and the Hospital Preparedness Program as directed by and/or at the request of the DMS Division Chief.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster emergency medical services, public health administration, and/or other health/medical background.
- Ability to manage and guide staff in order to achieve both good quality staff and customer relationships.
- Knowledge of and/or experience in EMS Systems planning.
- Strong written, analytical, and interpersonal skills,
- Ability to act with flexibility and tact.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Patricia Czoberek or Karen DeGuire
10901 Gold Center Drive, Ste. 400
Rancho Cordova, CA 95670